



**UGANDA CHRISTIAN
UNIVERSITY**

A Centre of Excellence in the Heart of Africa

**POSTGRADUATE
ACADEMIC REGULATIONS**

Table of Contents

1. INTRODUCTION	5
1.1 COMPARISON OF TYPES OF PROGRAMME	5
1.1.1 Regular, Full Time	5
1.1.2 Modular Programmes.....	5
1.1.3 Distance Format.....	5
1.1.4 Degree by Research	6
1.2 COMPARISON OF ESTIMATED DURATION OF PROGRAMMES.....	6
2. ADMISSIONS.....	7
2.1 GENERAL ADMISSION REQUIREMENTS	7
2.2 MINIMUM ENTRY REQUIREMENTS	7
2.2.1 Postgraduate Diploma Programmes.....	7
2.2.3 Doctor of Philosophy (PhD)	7
2.3 ENGLISH LANGUAGE COMPETENCY	7
2.4 SPECIAL REQUIREMENTS FOR RESEARCH-BASED PROGRAMMES	7
3. APPLICATION	8
3.1 OBTAINING APPLICATIONS	8
3.1.1 Ugandan Applicants.....	8
3.1.2 Non-Ugandan Applicants	8
3.2 WHEN TO APPLY	8
3.2.1 For Postgraduate Diploma & Master Degree Programmes.....	8
3.2.2 For Doctor of Philosophy Degree Programmes	8
3.3 HOW TO APPLY.....	8
3.4 REVIEW PROCESS.....	9
3.5 CONFIRMATION OF VACANCIES	9
3.6 CORRESPONDENCE	9
4. REGISTRATION.....	11
4.1 REGISTRATION POLICY FOR REGULAR, FULL TIME PROGRAMMES.....	11
4.1.1 Reporting Day	11
4.1.2 Prompt Day.....	11
4.1.3 Registration Deadline Day	11
4.1.4 Mid-Term Deadline Day.....	11
4.1.5 Withdrawal Day	12
4.2 REGISTRATION FOR NON-FULL TIME PROGRAMMES	12
4.2.1 Reporting Day	12
4.2.2 Registration Deadline Day	12
4.3 GENERAL INFORMATION ON REGISTRATION	12
4.3.1 Registering for more than one Programme.....	12
4.3.2 Final examinations	12
4.3.3 Refunds.....	13
4.3.4 Residence Hall Policy	13
4.3.5 Banking	13
4.3.6 Scholarship Credit.....	13
4.3.7 Use of University facilities	13

5. GENERAL STUDY REQUIREMENTS	14
5.1 COURSE LOAD IN A REGULAR, FULL TIME PROGRAM	14
5.2 AUDITING OF COURSES.....	14
5.3 ADDING OR DROPPING OF COURSES	14
5.4 STUDENT ASSESSMENT	14
5.5 CLASS ATTENDANCE POLICY.....	15
5.6 MENTORING PARTNERSHIPS FOR STUDENTS	15
5.7 INTERNSHIPS AND PRACTICAL EXPERIENCE.....	15
5.8 CERTIFICATE OF DUE PERFORMANCE	15
6. PROMOTION, FAILURE AND DISCONTINUATION	16
6.1 GRADING SYSTEM.....	16
6.2 PROGRESS	16
6.2.1 Normal Progress	16
6.2.2 Probation Progress	16
6.2.3 Problem cases.....	17
6.3 PROMOTION	17
6.4 DISCONTINUATION.....	17
6.5 RETAKES	17
6.6 REPETITION	17
6.7 STUDENTS WHO FAIL TO GRADUATE	18
7. SPECIAL REQUIREMENTS FOR NON-FULL TIME PROGRAMMES	19
7.1 MODULAR PROGRAMMES.....	19
7.1.1 Description of course cycles	19
7.1.2 Module assessment.....	19
7.1.3 Summary of Assessment Scheme	20
7.2 DISTANCE PROGRAMMES.....	20
7.2.1 STUDY FORMAT	20
7.2.2 EVALUATION.....	21
7.2.3 INSTRUCTION AND SUPERVISION	21
7.3 RESEARCH-BASED PROGRAMMES.....	21
7.3.1 M PHIL /DOCTORAL CANDIDATURE.....	22
7.3.2 MAXIMUM PERIODS OF CANDIDATURE (OR TIME LIMIT) DEGREE OF DOCTOR OF PHILOSOPHY	22
8. EXAMINATION REGULATIONS.....	23
8.1 STUDENTS' REGISTRATION FOR THE EXAMINATION	23
8.2 CONDUCT OF EXAMINATIONS	23
8.3 AEGROTAT.....	25
9. RESEARCH COMPONENT	28
9.1 PROGRESS REPORTS	28
9.1.1 TRADITIONAL AND DISTANCE PROGRAMMES.....	28
9.1.2 PROGRESS REPORT FOR RESEARCH-BASED PROGRAMMES	28
9.2 EXTENSION OF REGISTRATION	28
9.3 DISSERTATION OR THESIS	29
9.4 SPECIAL REQUIREMENTS FOR RESEARCH-BASED DEGREES.....	29
9.4.1 Change of Research Direction	29

9.4.2 Supervision	30
10. EXAMINATION OF POST GRADUATE STUDENTS	31
10.1 VIVA VOCE EXAMINATION	31
11. AWARD OF DEGREES	32
12. GRADUATION REQUIREMENTS	32

1. INTRODUCTION

Uganda Christian University offers a number of postgraduate degrees and diploma programs which are designed to develop a cadre of professionals with integrity, power of critical enquiry, logical thought and independent judgment with a Christian perspective. The programs are offered in four delivery modes: regular, modular, distance, and research.

1.1 COMPARISON OF TYPES OF PROGRAMME

1.1.1 Regular, Full Time

A typical full time post-graduate programme shall include four full time courses per semester for 2-3 semesters plus research or project paper requirement leading to two full years of study for a master's degree (and 12 to 15 months for a postgraduate diploma). Details are included below.

1.1.2 Modular Programmes

Modular programs are designed to meet the needs of practitioners who will typically study part-time or similar modes. There is therefore flexibility in the study plans and the taught modules are designed with as few dependencies as possible. As far as possible, each module is stand-alone and available for study as and when the student is ready to undertake it. Students are allowed to study modules at any rate compatible with their personal requirements, subject to the following constraint that there will be a maximum of four years duration from studying the first module to be counted towards the award of a degree, diploma or certificate, to completion.

During modules, students may engage in small and large group sessions with an emphasis on problem-based learning and group activity, participate in field visits, and engage in mentorship, and carry out written assignments and an oral class presentation.

In between modules, students will be assigned supplementary readings and develop projects. A research project shall be undertaken.

1.1.3 Distance Format

The term “distance education” is used here to describe academic programs offered to students through printed instructional materials, audio-visual materials, and computer technologies where most of the interaction between students and faculty is by e-mail, postal mail, telephone, and occasional video conference. Limited face-to-face interaction may also be required.

1.1.4 Degree by Research

The M Phil and PhD by research degrees will utilize existing capacity of highly trained members of Academic Staff. The degrees will also provide a cost-effective program for staff development and should lead to publications that will promote UCU as a centre of excellence in research. This training track will target candidates who have very good first degrees (second class and above) and / or have already attained a Masters degree either by coursework and dissertation or by coursework and project paper who wish to pursue advanced studies and research leading to M Phil or PhD.

1.2 COMPARISON OF ESTIMATED DURATION OF PROGRAMMES

- i. Postgraduate Diploma (modular/normal/regular/ full time)-two semesters, up to four modules
- ii. Masters degrees (normal / regular/full time)-four semesters
- iii. Masters degrees (part time) -six to eight semesters
- iv. Masters degree (Modular) - four to ten modules over two or three years
- v. Masters degree (Distance) - four to six modules over three or four years
- vi. PhD (Provisional Admission) -at most one calendar year
- vii. PhD/MD/LLD (normal/regular/full time)-up to five calendar years
- viii. PhD/MD/LLD (part time) -up to seven calendar years

2. ADMISSIONS

2.1 GENERAL ADMISSION REQUIREMENTS

Admission to regular postgraduate studies at Uganda Christian University is into Postgraduate Diploma, Masters Degree, or Doctor of Philosophy (PhD) programs.

2.2 MINIMUM ENTRY REQUIREMENTS

2.2.1 Postgraduate Diploma Programmes

A Bachelor's degree (second class and above) or its equivalent from a recognised University in a program relevant to the program applied for.

2.2.2 Master's Degree Programmes

A Bachelor's degree (second class and above) or its equivalent from a recognized University. Applicants with lower qualifications must satisfy the Senate that they have acquired academic growth by evidence of research and publications. In some departments, a qualifying course followed by an examination may be given.

2.2.3 Doctor of Philosophy (PhD)

A Master's degree from a recognized University in a field relevant to the programme. First-degree graduates who wish to register for PhD would normally register for a Master's degree first and after a year or two of satisfactory progress may apply for upgrading of their candidature to PhD level.

2.3 ENGLISH LANGUAGE COMPETENCY

Applicants for a research higher degree may at discretion of the Postgraduate Admissions Board be required to demonstrate satisfactory performance in an approved test of English before being admitted to the University.

2.4 SPECIAL REQUIREMENTS FOR RESEARCH-BASED PROGRAMMES

The offer of admission to M Phil / PhD will depend on the ability of the faculty / department to provide the facilities and supervision required to support the proposed research.

A second class and above honors first degree in relevant area is required for admission to the M Phil and for a PhD a relevant Masters degree.

Applicants must demonstrate ability for independent study and to do research. Applicants may be required to take an oral interview.

Faculties may have additional requirements such as language proficiency.

3. APPLICATION

3.1 OBTAINING APPLICATIONS

3.1.1 Ugandan Applicants

Application is made through filling an application form obtained at a non-refundable application fee from the Admissions office. You may also download the form from the university website at www.ucu.ac.ug and payment for the form made on submission.

Application forms are property of Uganda Christian University. Under no circumstances will they be returned or forwarded to other unauthorized institutions of learning.

The application form must be fully filled and the relevant academic documents attached.

The application form must be returned to the admissions office of the university according to the set deadline dates obtained from the admissions office.

3.1.2 Non-Ugandan Applicants

Foreign applicants who need application forms should contact the Admissions Office,
Uganda Christian University,

P.O Box 4, Mukono, Uganda.

Tel: 0414-350800 or email registrar@ucu.ac.ug or down load from the website, www.ucu.ac.ug.

3.2 WHEN TO APPLY

3.2.1 For Postgraduate Diploma & Master Degree Programmes.

Applications are received all year round according to the set deadline dates.

3.2.2 For Doctor of Philosophy Degree Programmes

Applications are made and received all year round according to set deadlines dates. Applicants must first present a synopsis of 3-5 pages length to the School for Research and Postgraduate Studies for vetting and approval before they can qualify for provisional admission of up to one year.

3.3 HOW TO APPLY

3.3.1 TRADITIONAL PROGRAMMES

All completed application forms must be accompanied by relevant copies of certificates and certified copies of academic transcripts and reference letters.

Application forms which are not completed properly may cause delays in the processing of applications.

In addition to the application form, include:

- i. A Curriculum Vitae with email and telephone contact information
- ii. Two character references with contact information
- iii. Faculties may require candidates to supply additional requirements such as;
 - A personal testimony of religious life and growth
 - A description of relevant professional/leadership experiences
 - An outline of life goals and how they plan to achieve them
 - The reasons for choosing this particular career path
 - Knowledge of use of computers and the Internet
 - Personal strengths and weakness
 - Applicants may be expected to attend oral Interviews at a date to be communicated.
- iv. Originals of Academic Qualification papers are expected during interviews, including Marriage Certificates, where applicable.

3.4 REVIEW PROCESS

Individual applicant's file is reviewed for completeness:

- i. Short listed applicants are forwarded to the University Admissions Board. Each program is given appropriate weight to the factors pertinent to its nature. The University Admissions board grants or denies admission and forwards the decision to the Deputy Vice-Chancellor Academic Affairs office.
- ii. Shortlisted applicants maybe invited for interview.
- iii. Shortlisted applicants may be given an entry level test.

Applicants shall check for the results of their applications from the admissions office according to set deadlines.

3.5 CONFIRMATION OF VACANCIES

The selection for admission is provisional. It is subject to confirmation with payment of a non-refundable tuition fee deposit at the Bursar's office and presenting a copy of the receipt with the confirmation slip to the academic office, by the set deadlines.

Vacancies for confirmed applicants are ordinarily reserved until the registration period only. However, material for confirmed applicants may be kept on application for a period of one year.

3.6 CORRESPONDENCE

All correspondence pertaining to admission should be sent to:

Admissions Office

Uganda Christian University,

P.O.BOX 4 Mukono, Uganda

Tel (Off): +256-41-4290828

+256-31-2350800

Fax: +256-41-4290800

Email: registrar@ucu.ac.ug

4. REGISTRATION

Students of Uganda Christian University are expected to register during the first two weeks of class in accordance with the registration policy except the modular students who are allowed only one week.

The first and official University registration is with the Central Academic Affairs office for the University. After this, postgraduate students may be required to register with their respective Faculty\School\ Institute and Department.

4.1 REGISTRATION POLICY FOR REGULAR, FULL TIME PROGRAMMES

There are important dates that guide the registration and students should note them carefully. These dates are spelled out in the University Calendar of Events and the student's joining instructions.

4.1.1 Reporting Day

Reporting day is the Day when the University opens its residence and dining halls to the students and it is when the students are expected to report and register.

4.1.2 Prompt Day

Prompt Day is the last day when the student pays all the fees (Prompt payment) or pays Half Tuition and half of other fees (Half Prompt payment) and registers.

Prompt Payment: Prompt payment is the payment of all Tuition and other fees. Prompt payment EXEMPTS the student from payment of the Registration fee of 50,000/= (Fifty thousand Shillings).

Half Prompt Payment: Half Prompt Payment is the payment of Half Tuition and Half of other Fees except boarding fees. Half Prompt Payment EXEMPTS the student from payment of half of the Registration fee of 25,000/= (Twenty-Five thousand Shillings)

4.1.3 Registration Deadline Day

Registration deadline day is the last day when students must have paid at least 50% of all fees dues and registered fully for the semester. Failure to register will automatically make the student forfeit his or her place. NO EXCEPTIONS WILL BE ALLOWED. After the first two weeks, no student may register and non-registered students will not be allowed in classes or other university facilities.

4.1.4 Mid-Term Deadline Day

Mid-Term Deadline Day is the last day when all fees owed to the University for the Semester at hand must be paid. All registered students must pay the balance of semester fees, by the Mid-Term deadline. After this deadline passes, students shall be allowed one further week to make complete

payment including a late penalty. After the eighth week, any student who fails to pay full fees for the semester shall be de-registered and must take a dead semester or year.

4.1.5 Withdrawal Day

Withdrawal Day is the last day when the student may withdraw from the University with permission from Deputy Vice Chancellor (Academic Affairs). Students who officially withdraw at the DVC (AA)'s Office during the first seven weeks will be charged on a pro rata weekly basis. If they have a negative balance on their account, they will be debited and required to pay the balance before registering for another semester. If they have a positive balance, they will be credited for the balance.

4.2 REGISTRATION FOR NON-FULL TIME PROGRAMMES

Students must register in the first week of every module.

4.2.1 Reporting Day

Reporting day is the Day when the University opens its residence and dining halls to the students and it is when the students are expected to report and register.

4.2.2 Registration Deadline Day

Registration deadline day is the day when students must have paid all fees for the current module and registered fully for the module. Failure to register will automatically make the student forfeit his or her place. NO EXCEPTIONS WILL BE ALLOWED.

4.3 GENERAL INFORMATION ON REGISTRATION

4.3.1 Registering for more than one Programme

Students must not register to study at Uganda Christian University for more than one programme during the same period of study. If found, a student will be de-registered from his/her studies at Uganda Christian University.

4.3.2 Final examinations

Registered students shall be qualified to sit examinations, so long as they have fulfilled the prior academic requirements of the particular course.

4.3.3 Refunds

Any monies deposited into University accounts, whether before or after the deadline, will not be refunded and will be considered payments toward student debt balances or credits toward future fees, unless the student is clearing his or her final account at Graduation.

4.3.4 Residence Hall Policy

Theology students who are ordained or seeking ordination will be expected to be resident in the University Halls of Residence for their entire course of study, other postgraduate students shall apply to the Director of Students' Affairs to be accommodated in the university halls of residence if they so wish.

4.3.5 Banking

Students will pay all monies into local bank accounts. Students may bank ahead of registration. The university bursar will receive bank slips in advance of the Prompt Day. If the student fails to register, these monies will be returned in full when claimed, before the opening of the semester or on a pro-rata weekly basis when claimed after the first day of the opening of the semester.

4.3.6 Scholarship Credit

At registration, students must list all scholarships (bursaries) received or expected. Official scholarships including official support from a diocese will qualify students for prompt payment discounts even if the scholarships arrive after the prompt day.

4.3.7 Use of University facilities

It is an academic offence for non-registered students to use University services, including, attendance of lectures, use of the library, dining facilities, and sitting examinations.

Students are responsible for seeing that they complete their registration process for each semester. No credit hours for the semester will be given to students who fail to do so.

5. GENERAL STUDY REQUIREMENTS

5.1 COURSE LOAD IN A REGULAR, FULL TIME PROGRAM

The course load for a full-time graduate is four courses or 16 to 18 Credit Units per semester. Typically, this teaching load would last 2 or 3 semesters (8-12 courses in total) followed by either:

- i. A research project paper OR
- ii. A full research and dissertation

5.2 AUDITING OF COURSES

A student may, in addition to his or her normal course load, register to audit (non-credit) courses up to a maximum of four hours per week. Permission to audit courses should be sought from the Head of Department and will be subject to approval by the relevant Dean(s) of Faculty.

5.3 ADDING OR DROPPING OF COURSES

Full-time and part-time registered students of Uganda Christian University may, in addition to their normal load, add retake courses as long as they do not exceed 20 credit units per semester or drop any courses as long as the credit units are not less than 16 per semester. The last day to add or drop a course is the last Friday of the second week of a semester. Permission to add or drop courses should be sought from the relevant Head of Department and will be subject to approval by the Dean(s) of Faculty.

5.4 STUDENT ASSESSMENT

Evaluation of a student's academic performance shall be based on continuous assessment and examinations.

Head of Department shall supervise continuous assessment and a student is required to submit work for continuous assessment by the due date. Continuous assessment, which shall consist of "two or more Assessments" per semester, shall contribute 50% of the marks in each University Examination.

Mid-semester feedback to students is necessary to help students and lecturers identify and improve where there are gaps.

In addition to the continuous assessment, a final examination is administered at the end of each semester. Examinations are

formal and externally moderated, with final approval by the University Senate. The examinations shall contribute 50% of the marks in each course. Exams should emphasize analysis rather than repeating memorized information. Curricula should help develop the ability to access/analyze information.

5.5 CLASS ATTENDANCE POLICY

- i. Students should leave the Lecture Room if after 15 minutes the Lecturer has not shown up. The Head of Department/Faculty Dean should be immediately notified by the Class/Guild representative that the lecture has not taken place.
- ii. A student who reports fifteen minutes late for the Lecture shall not be allowed into the Lecture.
- iii. A Lecturer may cancel the lecture if after 15 minutes less than 25% of the class is present.
- iv. All mobile phones must be switched off during the lecture. A student who leaves the lecture to answer a phone call shall not be permitted to return to the Lecture.
- v. A student is expected to attend all class sessions. A student who misses more than 25% of class sessions may not be allowed to sit for examination(s).

5.6 MENTORING PARTNERSHIPS FOR STUDENTS

Mentoring and mutual/peer critique provide enhanced learning for students.

Options: (a) mentors are assigned to all students, (b) mentors are assigned for difficult/targeted subject areas, and (c) mentors are assigned to a targeted group of students (e.g., eager learners, or those who are struggling).

5.7 INTERSHIPS AND PRACTICAL EXPERIENCE

- i. Practice in real world settings is fundamental to the education process.
- ii. Realistic objectives and meaningful processes for both supervision and reflection on the experience are required for practical experience to be useful.
- iii. Practicals shall be measured in credit units.

5.8 CERTIFICATE OF DUE PERFORMANCE

Faculty Deans and Heads of department will recommend to the DVC Academic Affairs students who do not merit Certificate of Due Performance by Friday of the twelfth week of the Semester for full-time students. Students denied Certificate of due Performance shall not sit University Examination and will be notified and a report made to Senate by the DVC Academic Affairs.

A student who scores below 35% in overall coursework assessment shall be denied the Certificate of Due Performance. (see Passing a Course below.) This means that such a student will not be allowed to sit for examinations.

6. PROMOTION, FAILURE AND DISCONTINUATION

6.1 GRADING SYSTEM

Each course is graded out of a maximum of 100 marks and assigned appropriate grades and grade points as follows:

Score	Grade	Grade Point	Grade Point Ave	Explanation
80 - 100	A	5.0	4.40 - 5.0	Excellent
75 - 79	B+	4.5	4.40 - 5.0	Excellent
70 - 74	B	4.0	3.60 - 4.39	Very Good
65 - 69	B-	3.5	2.80 - 3.59	Good
60 - 64	C	3.0	2.80 - 3.59	Satisfactory
0 - 59	F	2.5	2.00 - 2.79	Failure

6.2 PROGRESS

6.2.1 Normal Progress

This occurs when a student passes all courses taken. A student shall pass a course if he/she scores at least 35% in Coursework Assessment and at least 35% in the final examination. The pass mark in each course shall be 60%.

6.2.2 Probation Progress

This is a warning stage and occurs if:

- i. A student fails a core/compulsory course, OR
- ii. A student obtains a grade point average (GPA) or cumulative Grade Point Average (CGPA) of less than 2.0

A student is removed from probation when neither of the two conditions (i) or (ii) no longer holds.

6.2.3 Problem cases

Students designated as “problem cases” are required to retake all courses in a semester or module if:

- i. They have failed to attain a minimum of 2.0 GPA in that semester or module OR
- ii. They have not passed at least half of the courses of the semester or module.

6.3 PROMOTION

A student must pass all semester examinations except two, before he/she is allowed to proceed to the next semester/module.

6.4 DISCONTINUATION

A student shall normally be required to discontinue his or her studies if:

- i. He or she fails the University examination(s) after the third attempt (a failed course can only be retaken twice).
- ii. He or she keeps on probation for more than two semesters/modules.

6.5 RETAKES

A candidate who, having failed a course shall be permitted to retake examination in the failed course when the courses are offered and examined, provided there is reason to expect that they can improve.

There is no supplementary examination in any course of postgraduate programs. The candidates will retake the entire course and re-write the course work and exam.

Students who retake courses outside their regular schedules shall pay for the courses they retake.

A student who fails not more than 2 non-core courses shall graduate provided that the student scores at least 50% in the failed courses.

To pass a retake examination a candidate must obtain at least 60% or 3.0 grade point of the marks in each subject. Retake courses will be assessed out of 100% and shall be reflected on their Academic Transcript.

6.6 REPETITION

A candidate who is not a repeater may be permitted to repeat the studies for a semester only if there are special social and/or medical circumstances submitted to the dean of the faculty, normally prior to the meeting of the board of examiners, so as to convince the faculty board that the candidate is likely to do well if this concession is granted.

6.7 STUDENTS WHO FAIL TO GRADUATE

Graduate students are required to pay full tuition and all other fees from the time of the first registration to the expected year of completion of the course. For the two years from the expected year of completion, a payment of 3/4 tuition and all the other fees must be paid every semester/module for registration until the maximum time of study.

7. SPECIAL REQUIREMENTS FOR NON-FULL TIME PROGRAMMES

7.1 MODULAR PROGRAMMES

7.1.1 Description of course cycles

Modular studies comprise intensive study activities organized as cycles:

PRE-COURSE WORK: a program of independent study through which the student will prepare for the intensive period. This will include activities such as background reading, research and practical exercises. It is intended that this will be a substantial element of the module study and is compulsory. The specification of pre-course study is issued at least four weeks before the intensive period.

INTENSIVE PERIOD: This takes the form of an intensive program of formal lectures, laboratory sessions, design workshops, practical exercises, and evaluative summaries which introduce ideas and issues, and encourage their development and critical analysis.

INDEPENDENT STUDY: The student is expected to carry out independent research and background reading to support all parts of their module study. Tutors will give advice on books and other resources that may be suitable.

POST-COURSE WORK: The follow-up stage is intended to allow the student to apply, as far as possible, the knowledge gained through the preceding stages, to some realistic problem. This will normally culminate in a piece of work that will form the summative assessment for the module, and be the yardstick to judge pass or failure for that module.

The general conditions for examination and assessment procedures will lie within the general regulations of the University.

7.1.2 Module assessment

Each student will be assessed on each module on the A+ to F- scale, according to the grading scheme approved by the Senate.

The form of assessment will vary according to the nature of the module and can take into account the experiences of the cohort of students being assessed. All modules within the scheme that include an intensive period require the student to undertake the pre-course work. The pre-course is compulsory and failure to complete this may affect the final grade of the module. Depending on the module, the pre-course work may be graded up to 20% of the module total.

Normally the assessment for modules studied in intensive mode will be issued during the intensive study period.

The work is normally assessed within three weeks of submission and feedback is returned to the students. A written piece of coursework must be submitted as a hard copy, where appropriate, by an electronic submission.

7.1.3 Summary of Assessment Scheme

Students will be assessed both continuously as well as at standard block examination throughout the program.

7.2 DISTANCE PROGRAMMES

This programme will be comprised of part-time students. Students will complete the programme based on a cohort learning model as follows:

Students will come together at a residency at least 2 times per year for a total of at least two weeks.

All courses are completed via the appropriate distance education curricular formats. These methods will incorporate course workbook, readers, audio cassettes, video materials, online learning and other additional material. Dialogue with faculty/ mentors will be by a variety of means (including face to face meetings, e-mail, telephone and fax).

Faculty/ Mentors are responsible for coaching and facilitating the dialogue with their cohort group, both individually and collectively, during this specified course period.

Students have practical projects where they have to apply what they are learning to their current leadership role, as well as teach it to others and complete some written assignments.

7.2.1 STUDY FORMAT

The study time is equivalent to a normal 15-week Semester with the study time distributed as follows:

One week of face-to-face teaching and interaction with course facilitators (Last week of January and August every year); 14 weeks of distance Learning which includes different activities like studying already prepared handbooks, listening to tapes and videos, coaching and on-line discussions with facilitators and cohort members, writing assignments and on-line learning.

Examinations are written on the first day of the next face-to-face session.

7.2.2 EVALUATION

Evaluation is done according to best principles of adult education in 4 different ways: Course attendance, participation in cohort discussions, coaching with facilitators and written assignments. The balance of these is left to the specific programmes.

An end of course exam will be required for students to demonstrate the overall knowledge of the subject matter and the ability to integrate the topic of the course in his/her life and work.

At the end of the degree program the student is required to submit a research project.

7.2.3 INSTRUCTION AND SUPERVISION

Opportunities for on-going interaction with the course instructor or other appointed course staff must be available so that students who are dispersed across the country or region, have interaction arranged by telephone or other communication technology.

The word “course instructor” may not have the same meaning in distance-education programs as in on-campus programs. For example, a distance education course may be developed by one or more experts in the course content, but another person may be the contact for students and may mark and return assignments and exams.

The quality of supervision or advising must be consistent with that available to students in equivalent programs on campus.

7.3 RESEARCH-BASED PROGRAMMES

Applicants for MPhil/ PhD by research will in the first instance be admitted as Research Student for the first year.

Research students will undertake guided Advanced Studies in the area of research, review key journal papers which should result in a Research Proposal. Research proposals shall be defended at an Oral Examination. Students who successfully defend their proposals shall apply through their Supervisors for UCU Doctoral or Master of Philosophy Candidature.

Supervisors should seek approval of the program of Study for the first year from their Faculty and such a program should be equivalent to 4 to 6 Advanced Graduate Courses.

Progress reports on the Research Students will be submitted every quarter. Students who do not receive favorable reports in the first two Quarters will be discontinued from the Research Studentship. Students who progress to oral examination and are not recommended for Candidature shall be discontinued.

7.3.1 M PHIL /DOCTORAL CANDIDATURE

MPhil/PhD Candidates will undertake approved research and independent study toward their thesis. Progress report will be submitted Quarterly. Candidates who do not make acceptable progress at the end of their first year of Doctoral Candidature will be recommended for terminal Masters Award. Students with exceptional thesis for MPhil may apply on the recommendation of Faculty to the University Admissions Board to upgrade to a PhD.

Once the thesis is ready for submission, Faculty will notify SRPGS to arrange for final Examination. Doctoral Candidates must have presented their work at two or more professional or scientific conferences and at least two scientific papers accepted or published in a referred Journal (acceptable to UCU standards). Evidence of Conference Papers and Journal Papers must be included in the notification.

7.3.2 MAXIMUM PERIODS OF CANDIDATURE (OR TIME LIMIT) DEGREE OF DOCTOR OF PHILOSOPHY

The maximum period of full-time candidature is five years from the date of first enrolment, up to seven years for part-time candidates, or equivalent if the enrolment is a mixture of full- and part-time.

MASTER'S DEGREE BY RESEARCH

The maximum period of full-time candidature is two years from the date of first enrolment, up to four years for part-time candidates, or equivalent if the enrolment is a mixture of full- and part-time.

8. EXAMINATION REGULATIONS

8.1 STUDENTS' REGISTRATION FOR THE EXAMINATION

No candidates will be admitted to any examination unless:

- i. They are registered students of the University with a valid Registration Card and Examination Card.
- ii. They have satisfactorily attended the course, and done the course work. Course work marked papers for full time courses shall be submitted to the Head of the Department two weeks before the end of the semester and course work marks shall be put on the notice board a week before the beginning of the examinations.
- iii. They have been exempted from any such requirements by the Senate on the recommendation of the department/faculty board concerned.

Any candidate who has been absent from the university for a prolonged period during the semester/module for any reason other than illness or whose attendance at prescribed lectures, classes, practical classes, seminars, tutorials or clinical instructions has been unsatisfactory, or has failed to submit essays, exercises, tests or examinations set by lecturers, may be denied the Certificate of Due Performance and may be barred by Senate on the recommendations of the department/faculty board, from sitting any university examination. Certificates of attendance shall be issued by individual lecturers through their heads to the Deputy Vice-Chancellor (Academic Affairs), two weeks before the end of a semester/module.

8.2 CONDUCT OF EXAMINATIONS

Sitting Arrangements: Arrangement for sitting will be made by the Deans of Faculties and invigilators.

It is the responsibility of all candidates to take note of the dates and times of the examination(s) for which they are registered.

Candidates will be informed of the dates and times of examinations by means of the timetable and notices published at least two weeks in advance. Should there be a change in the timetable for an examination after it is published; the change will normally be brought to the attention of candidates by means of additional notices. Students will not be informed individually of timetable changes.

Candidates will be admitted to the examination room 30 minutes before the examination is due to begin but will be issued examination papers 10 minutes before the examination.

Any form of communication between candidates must cease once they enter the Examination Room.

They must not begin writing before the time at which the examination is due to begin.

During the thirty minutes the invigilator will:

- i. Check that each candidate has a valid Examination Card and Registration Card.
- ii. Make an announcement to the effect that candidates should satisfy themselves that they are in possession of the correct paper.
- iii. Call attention to any rubric at the head of the paper, which seems to require attention.
- iv. Announce that both sides of the writing paper must be used. She/he will then tell students when they may begin writing.

Candidates are required to supply themselves with pens, pencils, rulers, erasers, blotting papers, the usual geometrical instruments and calculators.

Except for open book examinations, no piece of paper, no books, bags, or attach cases should be taken by candidates into the exam room, including the verandah and window and doorways. Candidates are not allowed to use their own logarithmic tables. NO MOBILE PHONES will be allowed in an examination.

Invigilators shall have the power to confiscate any unauthorized book, manuscript, or other aid brought into the examination room, and to expel from the examination room any candidates who create disturbance. They shall report to the Deputy Vice Chancellor for Academic Affairs any case of a candidate suspected of giving or obtaining unauthorized assistance or of attempting to do so, and the Deputy Vice Chancellor for Academic Affairs shall have power to take any further steps he may consider necessary. He/she shall then report the matter to the Students' Disciplinary Committee.

Normally no candidate may be admitted in the examination room after the expiry of half an hour from the beginning of the examination period. A candidate may nevertheless be admitted at any time on the following conditions: -

- a) The invigilator shall make it clear to the candidate that the University reserves the right to refuse acceptance of his script.
- b) The invigilator shall make a full report in writing to the Deputy Vice Chancellor for Academic Affairs stating;
 - i. the time of admission
 - ii. whether any candidate had previously left the room
 - iii. any special reason given by the candidate for the
 - a. lateness.

Candidates shall not use an additional examination booklet unless the first one is used up or have been told to do so.

Candidates may move out of the examination room one at a time.

Candidates shall write their registration numbers distinctly at the top of the cover of every answer book or separate answer sheet, which is handed in.

Candidates shall bring their valid examination cards to each examination.

Candidates shall be required to sign an attendance roll after handing over the examination answer script to the invigilator.

The use of scrap paper is not permitted. All rough work must be done in the answer books and crossed out neatly through, or in supplementary answer sheets which must be submitted to the invigilator together with the main answer book(s). Except for the question paper (if it is not multiple choice) candidates may not remove from the examination room or mutilate any paper or other material supplied.

Candidates who are permitted to leave before the end of the examination period must not leave their scripts on their desks, but must hand them to the invigilator.

At the end of the allotted time, all other candidates shall stop writing when instructed to do so by the invigilator and shall gather their scripts together in order. They shall not leave their desks until the invigilator has collected their scripts.

At the end of the Examination, Candidates shall stop writing and stand up when instructed to do so by the invigilator.

Candidates are strongly cautioned that any form of indiscipline, particularly during the examination, may lead to expulsion.

8.3 AEGROTAT

Any student who misses an examination due to illness, bereavement or other extraordinary circumstances may apply in writing to Senate for an aegrotat examination. In all cases, the illness or bereavement must occur during, or immediately before the examination. The student must submit the application to the faculty dean within two weeks of the end of the examination period. The application must include the following:

i) In the case of illness, a letter or certificate from the University clinic or counselor indicating the nature of the condition and the reasons it prevented writing the examination. A student who is not present on campus during his or her illness shall submit a letter from a qualified medical practitioner to the University clinic, who will verify the letter and prepare a cover letter. The student shall then submit both letters to Senate with the application for aegrotat.

ii) In the case of bereavement, a death certificate or death notice, along with evidence of the student's relationship to the deceased. Under ordinary circumstances, loss of a spouse, child, father, mother or nuclear sibling (sharing both parents) shall qualify for an aegrotat.

iii) In other circumstances, any police records or other official description of the events that prevented the student from writing the examination will be considered. Senate shall consider whether the student missed the examination due to circumstances beyond his or her control or whether the missed examination was due to negligence on the student's part.

iv) Senate shall consider aegrotat requests at the first meeting of the subsequent semester. The secretary shall inform the student and the faculty in writing of its decision. The Deputy Vice-chancellor Academic Affairs shall maintain all coursework marks and attendance records and will reflect the student's status as "incomplete" for any pending aegrotats.

v) Non-finalists who qualify for one or more aegrotats will write the examinations. The Deputy Vice-chancellor Academic Affairs' office and concerned faculty deans will draw up an aegrotat schedule to allow all qualified students to complete their examinations as soon as possible, without clashing with the teaching timetable. The schedule should make the most efficient use of invigilators, times and facilities. Aegrotat examinations require the same degree of security as any other examinations. The department concerned will prepare a special examination. Students who miss an aegrotat examination for any reason shall wait for the next regular examination in that course.

vi) In the case of finalists who qualify for an aegrotat, the Faculty Dean will recommend a mode of assessment to Senate. This may include:

- i) oral or written special examination to be scheduled at the earliest opportunity,
- ii) additional project or coursework, or
- iii) an assessment of work already completed. If Senate determines that the work is not equal to the regular requirements for the course (especially in the case of iii), it shall award an unclassified mark of Pass Aegrotat, which shall not count towards the student's grade point average.

8.4 RE-MARKING OF EXAMINATIONS

A student who is dissatisfied with a grade obtained in a particular examination may apply to the Deputy Vice-Chancellor Academic Affairs for the remarking of the examination paper in which the course was offered. The application should be made not later than two weeks after the release of the examination grades by the Office of the Deputy Vice-Chancellor for Academic Affairs. This application should give a valid justification for the request. The Deputy Vice-Chancellor for Academic Affairs will ask the Faculty Dean to review the case to see if remarking is warranted. If the request is approved, an examiner other than the one who initially marked the script, appointed by the Faculty Dean, will remark the paper.

The grade awarded after the remarking of the paper, will be final regardless of whether it is lower or the same as the first grade, and will be immediately forwarded to the Deputy Vice-Chancellor Academic Affairs.

The Deputy Vice Chancellor Academic Affairs will then communicate the grade to the student. The student shall not request for a second remarking of the same script.

9. RESEARCH COMPONENT

Every candidate who undertakes research is assigned a supervisor and a co-supervisor.

9.1 PROGRESS REPORTS

9.1.1 TRADITIONAL AND DISTANCE PROGRAMMES

Every candidate is required to submit (through a supervisor) reports on their progress every semester/module. This is done on a special progress report form which the department will supply. Failure to fulfill this requirement may lead to discontinuation.

9.1.2 PROGRESS REPORT FOR RESEARCH-BASED PROGRAMMES

Research higher degree candidates are required to submit a detailed Annual Progress Report each year which outlines the progress of their work to date and the work that is planned for the next year. Progress reports are a major method of monitoring each candidate's progress. They provide an opportunity for the candidate, supervisor(s) and school to review and evaluate progress on the project. They also provide the Dean of the Faculty and the Graduate Research School with indications of difficulties in candidature.

A Progress Report reminder is sent to each candidate's term or contact address about six weeks before the due date, which is on or about the anniversary of the candidate's commencement in the degree.

The Progress Report form is available at:

<http://ucu.ac.ug/images/Research/UCU-REGULAR-REPORTING-SHEET.pdf> or at the School of Research and Postgraduate Studies

The form must be fully completed and returned to the Graduate Research School by the due date. A satisfactory report leading to a determination of satisfactory progress is a condition of automatic re-enrolment by the Graduate Research School unless there are any outstanding debts to the University for charges or fines. Accordingly, candidates who do not submit a satisfactory report by the due date, or who have outstanding debts to the University will not have their re-enrolment for the next academic year approved, and continuation of their candidature will be reviewed.

9.2 EXTENSION OF REGISTRATION

If a candidate realizes that he/she cannot complete his/her work within the time allowed, it is his/her duty to take the initiative to apply for extension of the registration. If the registration of lapses, the candidate will be de-registered

9.3 DISSERTATION OR THESIS

Dissertations/Theses are written according to the University approved format.

Submission of Dissertation/Thesis for Examination:

- i. A candidate is not allowed to formally start on research work unless he/she has passed the taught courses.
- ii. A candidate will be required to submit a research proposal to the Faculty Board and begin the research component at the time stated by the faculty.
- iii. Masters and PhD candidates must be ready to submit their dissertation by the end of their fourth and sixth semesters respectively.
- iv. A candidate intending to submit his/her thesis/dissertation (or practical work), must give three months' written notice of submission for a masters' degree or six months' written notice for a Doctoral degree to the Dean, SRPGS and must be endorsed by the Supervisor.
- v. When the candidates' thesis/dissertation is ready for submission, he/she should submit three loose bound copies with the authority of the supervisor direct to the Dean, SRPGS.

9.4 SPECIAL REQUIREMENTS FOR RESEARCH-BASED DEGREES

Candidates for PhD are required to submit a Research Proposal after six months (for full-time candidates) or nine months (for part-time candidates). Candidates for master's degrees by research are required to submit a Research Proposal after four months (for full-time candidates) or eight months (for part-time candidates). Continuation of candidature is subject to approval of the proposal by the Board of the SRPGS.

9.4.1 Change of Research Direction

In some cases, a candidate may change research direction after commencement or part-way through a candidature. A change in research direction will not usually result in an extension of the maximum period of candidature. Candidates significantly changing research direction are required to provide a new Research Proposal highlighting the changes. Any intention to change research direction must first be discussed with the supervisor(s) and the Head of Faculty. A request to change research direction must be submitted, with the support of the supervisor(s) and the Faculty, to the Board for approval using the Joint Enrolment, Change of School or Change of Research Direction form.

9.4.2 Supervision

Each student will have at least two supervisors or a three (to five) member supervisory committee. At least one of the supervisors or member of the committee should be a full-time member of staff at UCU. Guidelines for supervision of Research Students will be provided by the School of Graduate Studies.

10. EXAMINATION OF POST GRADUATE STUDENTS

When a candidate gives notice of submission, the examiners and viva voce panel are recommended by the respective Faculty Board for appointment by the Board of Postgraduate Studies and Research. It is the responsibility of the Board of Post Graduate Studies to appoint examiners and to ensure safe dispatch of copies of the thesis or dissertation to them.

Requirements for external examiners include:

- i. Recognized expertise in the area being examined
- ii. Experience supervising postgraduate students and examination of such students
- iii. Formal academic and/or professional qualification in the area and at the level being examined.
- iv. Not be presently employed in the University.

Two External Examiners are required where the candidate is a member of staff of the University. Two examiners are appointed in this case to add an additional layer of independent assurance to the process.

10.1 VIVA VOCE EXAMINATION

All candidates registered for masters and Doctoral degrees must be subjected to Viva Voce examination in order to assess the candidate's in-depth knowledge of his/her registered work.

The following procedure is followed: -

- i. Notice for viva voce examination is given by the Dean/Director to the candidate to prepare for that examination and for members of the panel to read the thesis/dissertation.
- ii. The viva voce panel consists of six members with a chairman who should normally be the Dean/Director. The role of the chairman is to guide the examination.
- iii. Four members including the chairman should form a quorum. The candidates are accorded adequate time to make presentations followed by discussions of up to 2-3 hours.
- iv. The viva voce examination is a closed examination conducted by the appointed panel only.
- v. Audio visual facilities are availed to the candidates by departments (where necessary).
- vi. The assessment follows laid down criteria where panelists evaluate the presentation, the thesis/ dissertation and the response to their question and give a percentage mark.
- vii. Candidates are finally assessed on a 10 (ten) point system and a pass is equal to 6 points (60%).
- viii. If a candidate is assessed and found to be on borderline, the panel takes a decision and makes an appropriate recommendation.

ix. In case of revision\corrections being required, one of the internal examiners should be satisfied to the completeness of the exercise.

In case of failure the candidate may be advised to redo the work or to discontinue from the degree programme.

x. The report of the viva voce examination includes the membership and recommendation of the panel and is signed by all panelists that attended the session.

11. AWARD OF DEGREES

A letter of award of the degree is processed by the School for Research and Post Graduate Studies only when a candidate has made corrections on the thesis/dissertation as recommended by the viva-voce panel and a letter from the examiner who was entrusted by the viva voce panel to oversee the corrections. The examiner writes to the Dean SRPGS indicating that he/she is satisfied with the corrections, through the Dean/Director. Viva voce examination report be made available to the School of Postgraduate Studies before the award letter is prepared.

Note: Only those candidates who have received or have their award letters in preparation are eligible for inclusion in the book of graduands and to attend the graduation ceremony.

12. GRADUATION REQUIREMENTS

(Specified in individual program regulations)